

## **Farewell Letter to Management, Co-Workers or Clients**

**This package contains:**

1. Instructions & Checklist for a Farewell Letter to Management, Co-Workers or Clients
2. Farewell Letter to Management, Co-Workers or Clients

## **Instructions & Checklist for Farewell Letter to Management, Co-Workers or Clients**

- This package contains (1) Instructions & Checklist for Farewell Letter to Management, Co-Workers or Clients; and (2) Farewell Letter to Management, Co-Workers or Clients;
- This form is designed to assist you in drafting a letter for when you are leaving an employment position and wish to say farewell to management, co-workers or clients.
- Be sure to include any “enclosures” mentioned in the letter. If there are no “enclosures” you may delete “Enclosure” from the bottom of the letter.
- Be sure to sign the letter and to make a copy before sending it out.
- Bracketed instructions may be included on this form to assist you in completing it and should be removed before printing. Generally in Microsoft Word, you can click on the bracketed instruction and start typing.
- These forms are not intended and are not a substitute for legal advice. These forms should only be a starting point for you and should not be used without consulting with an attorney first. An attorney should be consulted before negotiating any document with another party.
- The purchase and use of these forms, is subject to the Disclaimers and Terms of Use found at [findlegalforms.com](http://findlegalforms.com).

[Your Name]  
[Street Address]  
[City, State ZIP Code]  
[phone number - optional]  
[email address - optional]

November 9, 2010

[Name of Recipient]  
[Title]  
[Company Name]  
[Street Address]  
[City, State ZIP Code]

Dear [Name of Recipient]:

As of [Date], I will no longer be working as [Position] in [Company Name].

While I am excited about the opportunities that await me in the future, it is with sadness that I say good-bye. My time here has been marked by both challenges and triumphs, and I will cherish the many friendships I have made along the way. I will always be grateful for the opportunity I had to work with you and learn from you. It is my hope that our paths will cross again in the future.

Again, I thank you for the many positive memories I have from our work together.

Sincerely,

[Your Name]